



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
CAPTIVE INSURANCE DEPARTMENT
500 JAMES ROBERTSON PARKWAY DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243
Telephone (615) 741-2199 Fax (615) 532-2788

Indexing Format for Captive Applications

I. Organizational Documents

Shall Include:

- A. Executed Charter and/or Articles of Organization
- B. Bylaws

May include:

- C. Additional statutorily required documents

II. Captive Application

A. General Information (Insert Signed Captive Application Questionnaire)

B. Required Supplemental Information:

- (1) An application fee of \$675.00
- (2) List all providers and their responsibilities together with how fees for services rendered are to be charged.
- (3) Biographical Affidavits for officers and directors (NAIC Form 11)
- (4) Organization Chart
- (5) Feasibility study by an Actuary: Detail plan of operations with supporting data including:
 - (a) Risks to be insured – direct, assumed, and ceded – by line of business
 - (b) Coverage/Limits/Reinsurance
 - (c) Maximum retained risk (per loss and annual aggregate)
 - (d) Financial Projections on an “expected” and “worse case” scenario
 - (e) Expected net annual premium income
 - (f) Loss experience for past five (5) years together with projections for the ensuing five years
 - (g) Rating program
- (6) Organization and responsibility for loss prevention and safety including the main procedures followed and steps taken to deal with events prior to possible claims
- (7) Fronting company if operating as a reinsurer

Items: c, d, and f above should be projected for a five-year period

III. Additional information provided by the applicant

IMPORTANT NOTE:

Prior to issuance of captive license a certified copy of the Captive’s certification of incorporation and bylaws must be received by the Department of Commerce and Insurance Captive Division.